

Multifamily Tenant Characteristics System (MTCS)



**FSS Delinquencies Report Guide
September 1999**

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1. Summary

The *FSS Delinquencies Report* shows the extent to which the PHA meets its obligation to enroll and report on families enrolled in the FSS program. This report provides data to monitor the performance of PHAs who implement the FSS program.

The *FSS Delinquencies Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users to:

- Access the *FSS Delinquencies Report*
 - Understand MTCS data fields
 - Interpret and use the data contained in the report
- * This guide is for the *FSS Delinquencies Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. FSS Delinquencies Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

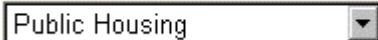
2.1. Program Selection

From the *Selection Menu*,

You must select a single program type to view this report.

Single program types include:

1. Public Housing
 2. Section 8 Certificates
 3. Section 8 Vouchers
 4. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a black border. The text "Public Housing" is displayed in black font. A small black triangle icon is visible on the right side of the menu.

- * FSS reports are not available for Indian Housing programs.

2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to place to select the 'level of information'
 1. National
 2. State
 3. Field Office
 4. Housing Agency
 5. Project (Public and Indian Housing only)



- * The *FSS Delinquencies Report* is not available if you select the 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information
- * For detailed information on how to select a 'level of information,' go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the FSS Delinquencies Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *FSS Delinquencies Report*

[FSS Delinquencies](#)

3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *FSS Delinquencies Report* has three data fields.

Data Field	Data Field Definition
FSS DELINQUENCIES	
Relevant Increments Since FY91	Number of families the PHA has an obligation to serve from HUD's Central Accounting Program System (HUDCAPS)
Sum of Enrollments and Progress Reports	Number of families the PHA actually serves from MTCS
Program Shortfall/Discrepancy	Difference between the number of families the PHA has an obligation to serve and the number of families the PHA actually serves

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

- The **Program Shortfall/Discrepancy** field displays what MTCS believes to be the number of missing FSS records. MTCS calculates this number when it subtracts the PHA's FSS program obligation from the number of FSS records successfully transmitted to MTCS.

4.2. PHA Uses for the Report

- **Plan and administer programs**

A PHA that participates in the FSS program must meet its obligation to enroll and report on families in the FSS program. PHA staff can use data in this report to determine whether it needs to update family records in MTCS. The FSS Delinquencies Report displays the PHA's current FSS program obligation, the sum of all FSS enrollments and progress reports successfully transmitted to MTCS, and the number of missing records if appropriate.

4.3. HUD Uses for the Report

- **Monitor PHA performance**

Many PHAs participate voluntarily in the FSS program. HUD users can review this report to know how many families the PHA did not report to MTCS. Data in this report also provide HUD users with a more complete picture of the size of a PHA's FSS program. Field Office and TARC users may wish to review this report prior to a site visit and encourage the PHA to transmit FSS Addenda for all those families who participate in the FSS program.